

# Approved Application Individual Septic Disposal System

## GUIDELINES AND INSTRUCTIONS

Enclosed is your approved application for an Individual Sewage Disposal System and accompanying plans. Please keep these documents in a safe place. Do not discard since this is the permanent record of your ISDS approval.

Thoroughly review the following items prior to

### FURTHER PERMITTING REQUIREMENTS WHICH MAY APPLY:

- The enclosed permit does not authorize you to alter freshwater wetlands. If your project will result in the alteration of freshwater wetlands, you must have a valid permit specifically for such work. You may contact the Permitting Section at 222-6820 should you have questions or need further information concerning wetlands issues.
- The enclosed permit does not constitute an approval from the Coastal Resources Management Council. If you have questions concerning CRMC applicability, contact CRMC at 783-3370.

### PRIOR TO START OF CONSTRUCTION:

- A pre-construction conference with your system designer, building contractor, ISDS installer and well driller (if applicable) prior to the start of construction is extremely helpful to ensure the proper installation of your system as it relates to your building. Changes in the building location should be discussed at this time since a change may result in additional review or submittals to the Department of Environmental Management.
- If your application states "Designer Supervision Required", you must notify your system designer prior to

commencement of construction of the ISDS system and building foundation in order for your designer to supervise the installation of the system and submit the required certification to the Permitting Section at the completion of the installation. Failure to do so may result in additional construction expense and delays.

- The services of a licensed ISDS Septic System Installer is required for the installation of your system. The system installer must have copy of the approved application and plan prior to beginning construction. Call 222-6820 if you have any questions regarding your contractor's license status.

- Make sure that all erosion and sedimentation controls as shown on the plans, or required by other permits or codes, are in place.

### CONSTRUCTION AND COMPLETION OF THE ISDS SYSTEM:

- Start of construction of an ISDS system must occur while the permit is still valid. No construction may begin if a permit has expired.
- An ISDS permit will expire one (1) year from the start of construction. Start of construction means the installation of the foundation or a "Bottom of Bed" inspection conducted by a representative of the Permitting Section. Installation of the system must be completed within this one (1) year period or the permit approval will expire.
- The installer of the system will call in inspections as the system progresses. Should there be deficiencies found during the installation, you will receive a notification of the results of the inspection.
- If your project requires the installation of a private drinking water well, the well must be installed by a R.I. Registered Well Driller. You may call the Department of Environmental Management at 222-2234 to obtain a listing of registered drillers in your area.

- A Certificate of Construction must be submitted to the Permitting Section by your installer within seventy-two (72) hours of completion of the system.

- A Certificate of Conformance is issued to the site owner and Building Official once all components of the system are installed in accordance with the approved plan and application and the installation and submittals are complete and accepted by the Permitting Section. Building foundation, public water service line or drinking water well, ISDS system and fill perimeter must be installed in order for a Certificate of Conformance to be issued. The Certificate must be issued within one (1) year of the Start of Construction.

- Following the above recommendations will increase the likelihood of a proper installation and avoid potential problems.

### RENEWAL, TRANSFER AND EXPIRATION OF PERMIT APPLICATION:

- Permit approvals have been sent to you, your designer and the Building Official of the town in which the site is located.
- Permit expiration date is found above "Additional Terms of Approval" on the right side of the application.
- Permits should be submitted for renewal 45 days in advance of expiration. The designer must complete and sign an ISDS application form and an Application Review Sheet. The owner must sign the application at "owner's signature" line. Submit the Renewal Application with the original designer or owner copy of the approved application and plan, the Application Review Sheet, and the \$30.00 renewal fee payable to the RI General Treasurer.
- The Designer's review is required to verify that all conditions bearing on the design remain the same and that the design complies with the Regulations. The Designer is expected to conduct a site visit as well as an administrative review. If you anticipate a need for renewals, you should discuss such additional services with your designer now.
- Permits not submitted for renewal prior to the expiration date will expire. A new application, meeting all current regulations as well as appropriate fee and

engineering plans will be required. There is no grace period for submission of a renewal application.

➡ Permits should be transferred to a new owner at the time of property sale. The name and mailing address of the owner must be changed on the ISDS Application. The new owner must file a "Transfer" Application and include the currently valid permit and plan. No designer signature is required for a Transfer Application. The expiration date of the ISDS permit will **not** be affected by a Transfer Application. The application fee is \$30.

**Should you have any questions regarding this pamphlet or other procedures under the State septic system rules and regulations, please call the RIDEM**

**Submit all applications and fees to:**

**RI Department of  
Environmental Management  
Office of Management Services  
Room 340  
235 Promenade St.  
Providence, RI 02908**

**Office of Water Resources, Permitting Section at 222-6820.**



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Department of Environmental Management  
235 Promenade St.  
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